



Temporary Employment (No Benefits)

Police Service Aide (Police Patrol Division)

Opening Date:	November 18, 2004
Closing Date:	Subject to closing without notice when the needs of the City are met.
Hourly Wage:	\$10.00
Hours:	Monday through Friday, 7:00 AM to 3:30 PM and other shifts based upon needs.
Minimum Qualifications:	Candidate must be at least 18 years of age. Possess a valid Arizona Driver's license, have the ability to lift up to 50 lbs, work in heat, submit to and pass: a polygraph, a background investigation, a physical and a drug test.
Essential Requirements Include:	<p>Ability to:</p> <ul style="list-style-type: none">▪ Provide outstanding customer service.▪ Communicate clearly and concisely, both orally and in writing.▪ Be able to work in a team environment to accomplish tasks.▪ Establish and maintain cooperative working relationships with the public and coworkers.▪ Perform routine clerical work and multi-task assignments.▪ Understand and carry out oral and written directions.▪ Experience with Outlook, Word 97/98 and Excel.▪ Ability to work with minimal supervision.▪ Clerical and stocking experience.▪ Coordination of the repair and maintenance of the patrol vehicle fleet.▪ Maintaining the stock of forms and supplies for Police Officers.▪ Cleaning of bio-hazard vehicles (Training and safety equipment provided).▪ Transporting inter-office mail.▪ Other varied duties.
Information:	(480) 350-8311
Apply at:	City of Tempe, Human Resources Office 20 E. 6 th St. Tempe, AZ 85282 (480) 350-8278 www.tempe.gov

Applications must be returned to Human Resources

City of Tempe is an equal opportunity/reasonable accommodation employer.